SANTA CLARA CITY LIBRARY (408) 615-2900

# Internet/Catalog Search Skills

# SPECIAL POINTS OF INTEREST:

- What is a browser?
- How do I get to the library's homepage?
- Can I get to a page without knowing its address?
- How can I get more accurate results when I use a search engine?

## Words to know:

2011

A web browser is a computer program that accesses and displays information available on the World Wide Web. It is simply the box around the content. To use a browser, you must have a computer and a connection to the Internet.

The **Internet** is a network of interconnected computers around the world. The **World Wide Web** is a hypertext-based service used to provide access to government, business, and personal web pages or web sites.

Hypertext is text that is linked to other text so that a user can explore related documents by clicking on a highlighted word or symbol. Generally these words or symbols are called hyperlinks or links.

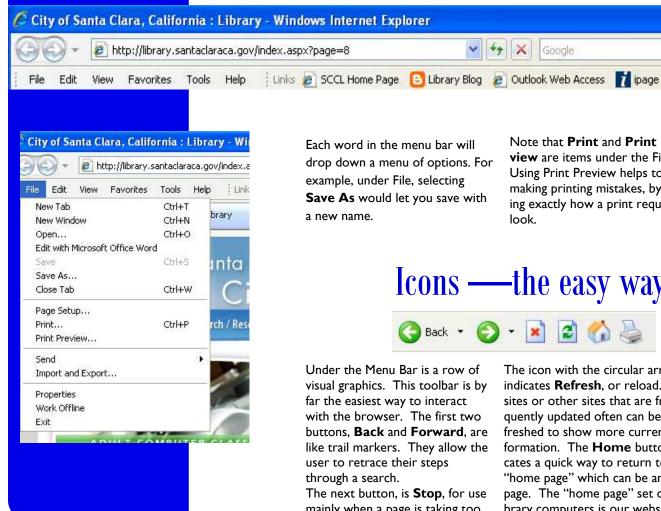
## Anatomy of a Browser:



# The Toolbars—up close.

v 49 X

Google



Each word in the menu bar will drop down a menu of options. For example, under File, selecting Save As would let you save with a new name.

Note that Print and Print Preview are items under the File tab. Using Print Preview helps to avoid making printing mistakes, by showing exactly how a print request will look.

## Icons —the easy way.

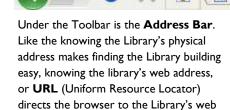


Under the Menu Bar is a row of visual graphics. This toolbar is by far the easiest way to interact with the browser. The first two buttons. Back and Forward, are like trail markers. They allow the user to retrace their steps through a search.

The next button, is **Stop**, for use mainly when a page is taking too long to appear.

The icon with the circular arrows indicates Refresh, or reload. News sites or other sites that are frequently updated often can be refreshed to show more current information. The Home button indicates a quick way to return to the "home page" which can be any page. The "home page" set on library computers is our website. The last button is **Print**. But we advise you to use Print Preview!

### URL! —what's your address?



Website URLs have several parts.

site.

Generally the http:// does not need to be

typed. It indicates the browser is using hypertext transfer protocol, or in other words, looking for a web page! The www stands for world wide web. Not all pages start with www.

http://library.santaclaraca.gov/

The center portion is usually unique to the company or organization.

The last portion is called the domain name. Some examples:

- edu Educational institutions
- org Organizations (nonprofit)
- mil Military
- com commercial business
- net Network organizations
- ca Canada
- th Thailand

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## **Directories and Search Engines**

The two main ways of searching for information on the Internet involve using directories and search engines. Online directories are similar to print directories, like phone books and card catalogs. They start by listing several broad categories of information and breaking them down into smaller more specific listings. A good example of a directory-based site is www.dmoz.org, the Open Directory Project.

The most popular search engine is Google, www.google.com. A

search engine allows users to enter **keywords**, words that might appear on the page they want to see, and get a listing of pages that best match their search terms.

What determines a good match? The more times the words appear on the page, the closer they are to each other, and the more "authoritative" or popular a site, the higher it will be listed. So it is important to choose keywords that most uniquely describe what is being searched for.

Notice that Google's search can also

be limited to images, maps, news and more.





# **Searching Tips**

#### -Drop "Stop" Words

Words like "the" and "and" will never be searched using most search engines. They appear too frequently to be useful.

#### —Use Specific Words

Using unique keywords and more keywords will net better results.

Try searching Scotland vs. Scotland golfing summer to find vacation information. Which works better?

—"Phrase Searching" Surrounding a phrase with quota-

tion marks limits the search to exact phrase matches.

#### -The Asterisk \*\*

Using an asterisk allows you to use the stem (or main part) of a word and get various endings. Asterisks can be used inside of words. One useful example is wom\*n, which searches for woman and women.

#### -Look for synonyms

If the first set of keywords does not work, don't give up. Often trying a similar term will turn up new and different results.

**Example: Hawks and Raptors** 

#### -Go beyond search

Search engines like Google and Yahoo! can do more than just find web pages. They can perform math calculations (use +, -, \*, /), convert measuremetnts, list definitions for words (define:search engine), and show where a place is on a map.

Play with a search engine and a directory site and remember, when all else fails, you can always Ask a Librarian!

## GoogleGuide making searching even easier

Visit this online interactive tutorial and reference for experienced users, novices, and anyone in between, at this URL: <a href="http://www.googleguide.com/">http://www.googleguide.com/</a>. Created by Nancy Blachman because she wanted more information about Google's capabilties, features, and services than she found on Google's website.

### More resources: Off the Shelf!

<u>Call Number</u>	<u>Author</u>	Book Title
004.678 M14	McFedries, Paul	Internet Simplified (2009)
004 W58 2008	Ron White	How computers work (2008)
DVD 004.0846 B31		Basic Computers (2007)
004.0846 B31	Adrian Arnold	Internet for the Older and Wiser: get up and running safely on the web (2009)
004.16 5874	Abigail Stokes	"Is this thing on?": A computer handbook for late bloomers, technophobes, and the kicking & screaming 2008
004.16 T77	Gina Trapani	Upgrade your life: the Lifehacker guide to working smarter, faster, better (2008)
004.678 L66 2007	John R. Levine	The Internet for Dummies 2010

### **Online Computer Skills Training**

Computer Basics: <a href="http://rc.dimes.org/alternet/main/com-bas/com-bas.htm">http://rc.dimes.org/alternet/main/com-bas/com-bas.htm</a>

Introduction to Computers: <a href="http://www.functionx.com/windows/Lesson01.htm">http://www.functionx.com/windows/Lesson01.htm</a>

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Thank you for coming to "Internet/Catalog Search Skills." Check back with us for future classes! Tell us what you'd like to learn!

